

MARLBORO TOWNSHIP BOARD OF EDUCATIONFOOD SERVICE WORKERS SALARY GUIDE

1988-1991

<u>HOURLY SALARY FOR ALL WORKERS</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
	\$7.15	\$7.60	\$8.05

In the year following completion of the eighth year in the school district and for each of the next four years, an increment of 15 cents per hour will be added to the salary of the staff member.

Substitute workers shall be paid at the rate of \$6.00 per hour.

REGULATIONS

1. This salary schedule shall be the basis for determining the salary for all Food Service Workers for the school year beginning July 1, 1988 and ending June 30, 1991.
2. Deviations from the normal work schedule, including extra work assignments shall be approved in advance by the Director of Food Services.
3. The Kitchen Manager shall receive additional salary, subject to maximum increment provisions as designated below:

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
<u>DUGAN, CENTRAL AND MARLBORO ELEMENTARY</u>	\$1.75	\$1.80	\$1.85
<u>ROBERTSVILLE &amp; ASHER HOLMES (COMBINATION POSITION)</u>	\$2.20	\$2.25	\$2.30
<u>MIDDLE SCHOOL</u>	\$2.35	\$2.40	\$2.45

x July 1, 1988 - June 30, 1991

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4. Fulfillment of said position shall be by annual appointment by the Board of Education and is not subject to any tenure provisions now or hereinafter afforded cafeteria personnel.
5. All employees shall receive twelve (12) sick days and three (3) personal days per school year. Unused sick days may be accumulated for use in ensuing school years.
6. Leaves of Absence:

All regular employees of the Marlboro Township Board of Education shall be eligible for the following leaves of absence in accordance with New Jersey Statutes and Board of Education policies.

A. SICK LEAVE

1. Sick leave is defined to mean the absence from his or her post of duty, of any such person because of personal disability due to illness or personal injury, or because he or she has been excluded from school by the school district's medical authorities because of a contagious disease in his or her immediate household.
2. All employees shall be entitled to twelve (12) such leave days each school year as of the first official day of said year, whether or not they report for duty on that day. Unused sick leave shall be accumulated from year to year with no maximum limit. New employees hired after the commencement of the school year shall receive sick leave days and personal leave days on a prorated basis for the first year of employment.
3. Employees shall be given a written accounting of accumulated sick leave days no later than September 30th of each school year.
4. In case of more than three (3) consecutive days absence, a physician's certificate shall be filed with the Superintendent.

5. Whenever any employee is absent from his/her post of duty as a result of a personal injury caused by an accident arising out of and in the course of his/her employment he or she shall be paid the full salary or wages for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or the accumulated sick leave. Salary or wage payments shall be made for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit, under Chapter 15 of Title 34 of the Revised Statutes. Any amount of salary or wages paid or payable to the employee pursuant to this section shall be reduced by the amount of any Workers' Compensation award made for temporary disability.
6. Nothing contained herein shall limit, prohibit, or otherwise restrain the Board of Education from granting additional sick leave over and above the minimum sick leave defined.

B. MATERNITY LEAVE

1. The Board may grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. Title 18A:30-1 et seq.
2. The Board may, at its discretion, grant a leave of absence, without pay, for child care purposes for the balance of the school year in which the birth occurs to employees who were under contract at the time of delivery of the child.
3. The Board may remove any pregnant employee from her duties on any one of the following basis:
  - a. Her work performance substantially declines from the period preceding pregnancy.
  - b. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if:
    - (i) The pregnant employee fails to produce a physician's certificate that she is medically able to continue working, or
    - (ii) The Board's physician concludes that she is unable to continue working.
  - c. Any other just cause that is found to exist in N.J.S.A. Title 18A.

4. An employee shall notify the Superintendent of Schools of her pregnancy as soon as it is medically confirmed. Any employee seeking such leave shall apply to the Board within thirty (30) days prior to the beginning of leave unless an emergency prevents such notice. At the time of application the employee shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after birth. The Board may require an employee to produce a certificate from her physician in support of the requested leave dates. Any employee granted maternity leave without pay according to the provisions of this section may at her discretion elect to use all or any part of her accumulated sick leave during the period of such absence and receive full pay and benefits for the same. The employee shall indicate on her application whether or not she elects to exercise this right. The physician's certificate is subject to agreement by the Board's physician based upon the employee's medical records and upon consultation with the employee's physician. If after such analysis the Board of Education's physician and the employee's physician are unable to agree, then the two physicians shall agree in good faith on a third impartial physician whose fees shall be paid for by the Board of Education, who shall examine the employee, and whose medical opinion shall be conclusive and binding on the medical issue. Where medical opinion is supportive of the leave dates requested, such leave may be granted by the Board. Following the granting of such leave to an employee the commencement and termination date thereof may be further extended or reduced for medical reasons upon application by employee to the Board. Such extension or reduction may be granted by the Board for an additional reasonable period of time, provided the employee produces a physician's certificate in support of the requested change, which certificate is subject to agreement by the Board's physician as above provided.

C. PERSONAL LEAVE (See Attachment A)

1. The provisions for personal leave at full pay stated below shall be for one (1) year and unused days shall not be accumulative for use in another year.
2. Bereavement leave shall be allowed to bargaining unit members in accordance with the following schedule:

- a. For the death of a parent, child, brother, sister, grandparent, grandchild, spouse, parent of spouse, son-in-law or daughter-in-law a period of up to five (5) consecutive days per incident with one of the days being the day of interment or cremation.
- b. For aunt, uncle, nephew, niece, sister-in-law or brother-in-law, one (1) day per incident.

An employee claiming the leave shall verify compliance on a form designed by the Superintendent of Schools.

- 3.1 An allowance of up to three (3) days leave shall be granted for personal matters other than above stated. Written requests shall be submitted for approval three(3) days in advance of date requested through the Building Principal to the Superintendent. No more than one (1) member of the staff of any one building shall be permitted to take a personal day on any given day. In the event of requests in excess of that limit, the days shall be granted to those staff members who applied first. The three (3) day notice requirement shall be waived in emergent matters.
- 3.2 The three day notice requirement and one member limit shall be waived in emergent matters.
4. Personal leave days shall not be granted before or after holiday periods or on the first or last day of school, except in cases of emergency as approved by the Superintendent of Schools. Personal leave days requested for a Monday or Friday will be granted only for a court subpoena, marriage, religious holiday or urgent reason approved by the Superintendent of Schools.

5. All benefits to which an employee was entitled at the time he/she went on a Board-approved leave of absence, including unused accumulated sick leave, shall be restored to him/her upon his/her return.

MARLBORO TOWNSHIP BOARD OF EDUCATION

ATTEST:

Raymond A. Proietti  
Raymond A. Proietti  
Secretary/Business Administrator

Herbert Lichter  
HERBERT LICHTER, PRESIDENT

MARLBORO TOWNSHIP FOOD SERVICE WORKERS

ATTEST:

Patricia A. Donohue  
7/22/88

Catherine Weissberg 7-22-88  
SPOKESPERSON  
Quana Boyce 7/22/88

# ATTACHMENT A

## MARLBORO TOWNSHIP PUBLIC SCHOOLS

### APPLICATION FOR PERSONAL AND PROFESSIONAL LEAVES

Name of Applicant	School	Grade or Subject
Date Applying	Day and Date requested	Sign in Time

\* All requests shall be submitted for approval (3) days in advance of date requested

#### 1. PERSONAL LEAVE (Non-Cumulative)

A. Up to a total of 3 days shall be granted for any one of the following reasons:

#### \* Note Exceptions

1. Court Subpoena \_\_\_\_\_
2. Marriage of employee or immediate family \_\_\_\_\_
3. Religious holiday \_\_\_\_\_
- \*4. Personal business which cannot be conducted outside of school hours (Tuesday, Wednesday, Thursday only). \_\_\_\_\_
- \*5. Other emergency (State reason or attach statement) \_\_\_\_\_  
If the request is for a Monday or Friday, the written urgent reason/s must be approved by the Superintendent.

#### II. PROFESSIONAL DAYS:

1. Visitation Day: \_\_\_\_\_
2. Other-specify: \_\_\_\_\_  
\*Written report shall be submitted within (5) days\*

Indicate the number of professional days previously taken this school year \_\_\_\_\_

\_\_\_\_\_  
Signature (Teacher)

_____ Principal's Signature or Designee	_____ Recommended	_____ Not Recommended
_____ Superintendent's Signature or Designee	_____ Approved	_____ Not Approved

Note: See Article IX of Contract Agreement for complete rules, regulations and procedures pertaining to requests for leaves.

SUPERINTENDENT - WHITE

PRINCIPAL - CANARY

TEACHER - PINK